

**Murfreesboro Greenway System**  
**Gateway Island**

**Day Use Only\***

Opens at Daylight, Closes at 10:00 PM

*\*Reservations may extend hours with written City approval*

Murfreesboro Parks and Recreation Department welcomes everyone to use this park as a resource for social, educational, leisure and recreational purposes. The following rules are intended to make your visit more enjoyable:

- **No swimming, wading, boating, or fishing is allowed.** The “repurified” water is not for human consumption or recreational use.
- Please place your trash in the cans provided.
- Pets must be on a leash at all times; please pick up after your pet.
- Do not leave any personal items unattended.
- Skateboards are prohibited.
- Written approval is required for the use of alcohol on the Island, and will only be granted when associated with an event on the Island scheduled through the City.
- Vandalizing or defacing of property will result in arrest.
- No Solicitation.
- Nothing may be sold without prior approval from the City of Murfreesboro.
- Language and music must be appropriate for all ages.
- No one may stand, dance, or lie down on a picnic table or bench.
- The Island is not intended for use by unsupervised minors - a designated responsible adult must be present.
- Island facilities and greenspace on the Island may be reserved by calling 890-5333. If the area is reserved, other users are prohibited. If there is no reservation, the area may be used on a first-come, first-served basis, for a maximum of 2 hours.

**A visitor whose conduct is disruptive, compromises safety, or is otherwise incompatible with the intended purpose of the park will not be tolerated.**

**REPORT PROBLEMS TO:**

Murfreesboro Parks and Recreation Department: (615) 890-5333

Emergency: 911

Police Non-Emergency: (615) 893-1311

# Gateway Island Rental Information

## **Fees**

Island, excluding reception center: Half day: \$150 / Full day: \$250  
Island, including reception center: Half day: \$250\* / Full day: \$350\*  
\*plus \$200 refundable damage/cleaning deposit

A half-day rental is 8 a.m. to 2 p.m. *OR* 3 p.m. to 10 p.m.; an all-day rental is 8 a.m. to 10 p.m.

## **Equipment Rental**

Item	Color	Quantity	Price
Folding Chairs	Maroon	100	\$2.00 each + tax
	White	200	\$2.00 each + tax
6' Rectangular Tables	White	20	\$7.00 each + tax
60" Round Tables	White	24	\$7.00 each + tax

## **Reservations:**

Reservations for the Gateway Island are made through the main office of Murfreesboro Parks and Recreation Department, located at Barfield Crescent Park (697 Barfield Crescent Road). Please call (615) 890-5333 for more information.

### **Reservation Process**

1. Optional: You may call 890-5333 or 893-2141 for more information and availability of the Island. You may schedule a tour by contacting Barb Biggs at 893-2141 or [bbiggs@murfreesborotn.gov](mailto:bbiggs@murfreesborotn.gov).
2. Submit a Rental Form at the Main Office at Barfield Crescent Park or by faxing 615-904-6507.
3. Your request will be reviewed. If approved, you will receive an invoice from our administrative office.
4. You have 10 business days from the time you receive the invoice to pay the fee in full. There is a \$20.00 service charge for returned checks. Make checks payable to: Murfreesboro Parks and Recreation Department, P.O. Box 748, Murfreesboro, TN 37133-0748.
5. For those who were required to pay a cleaning/damage deposit, you will receive your refund within 30 days of the reservation, if applicable.

All rentals are subject to the rules and regulations of the City of Murfreesboro Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same.

Rental of the Gateway Island includes access to the event parking area, as well as exclusive use of the Island (area inside the 2 bridges). Use of the reception center is optional, with additional fees. Amenities include restrooms, pavilion, plaza and overlook, as well as open greenspace.

The maximum capacity of the Gateway Island is 300 people. The multipurpose room of the reception center has a maximum capacity of 30 people, or 20 people seated at tables.

### **Parking**

#### **College Street Trailhead, 1902 West College Street**

☒ From I-24, exit at Medical Center Parkway, exit 76. Turn left onto Medical Center Parkway. Go 1.8 miles and turn left onto Thompson Lane. Turn right onto Gateway Blvd. Turn left onto Garrison Drive. Turn right onto West College Street, and the trailhead is on your immediate left.

Parking is permitted in designated areas only. Guests must park at the College Street and/or General Bragg Trailheads and walk over on the trails, or you may provide shuttle/valet parking with vehicles or golf carts at your own expense and liability. During a reservation, you will be given 2 parking passes to drive on the Gateway Trail. These passes are to help you shuttle your equipment, supplies and guests. Please remember that the trails are open for regular greenway use (walkers, bikers, rollerbladers, etc.) and their safety is very important to us. Drive slowly and carefully, and yield to all users.

You may also park at the Medical Center adjacent to the lake after-hours or on weekends. Please respect their business hours and do not use their space at these times. Please do not post signs on the Medical Center property.

### **Setup/Breakdown**

At the start of your reservation, a Murfreesboro Parks and Recreation Department staff member will unlock the Reception Center (if rented) and will return at the end of the reservation to lock up and inspect the site. Do not leave the Island unattended when the Reception Center is unlocked. If your plans change and you will arrive later or leave earlier than you indicated on your Rental Form, please contact Murfreesboro Parks and Recreation Department.

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the renter enter the Island area before it opens at daylight, and the event must conclude by 10:00 PM. The area must be clean and vacated by 11:00 PM. If tents or other equipment are set up early or picked up after the designated reservation, the renter will be charged for the additional half-day or all-day reservation. The City of Murfreesboro is not responsible for any items brought to the property or left unattended.

### **Electrical Use**

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted; 2) extension cords may not cross walkways; 3) extension cords are to be U.L. listed and sized accordingly; and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. A sheet showing load limit and amperage available will be furnished upon request.

### **Allowed Uses, Guests and Outside Services**

All equipment brought on to the Gateway Island is subject to the approval of the Parks and Recreation Director or designee, including but not limited to tents, amusement games or equipment, band setups, etc. Due to the underground irrigation system, setup of tents, amusement games, or equipment will need prior approval for specific locations. The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

### **Amusement/Entertainment Services**

Amusement and Entertainment Services must be preapproved by the City of Murfreesboro and will require a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event. Inflatable bounce houses will not be allowed.

### **Catering**

THE RECEPTION CENTER AND KITCHEN MUST BE CLEANED IMMEDIATELY AFTER THE EVENT: All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found, or the cleaning deposit will be retained. No cooking is allowed indoors or outdoors on the Island; however, warming of precooked food is allowed.

If you are contracting with a catering service, you must provide a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Service of Alcoholic Beverages**

The following regulations dealing with beer and alcoholic beverages must be followed for any event held at the Gateway Island.

1. All state and local regulations governing the consumption and distribution of alcoholic beverages must be followed and obeyed.
2. The only alcoholic beverages that may be brought onto the premises are those that are placed in the possession and control of the User or special event subcontractor. Responsible adult(s) under the direction of the User or subcontractor must dispense all alcoholic beverages. No alcoholic beverages shall be left unattended on the premises.

3. All alcoholic beverages must be served in plastic, paper or aluminum containers. No alcoholic beverages allowed to be served in glass bottles.
4. Alcoholic beverages may only be served and possessed in the specified location and during the specific hours of the special event as approved by the City of Murfreesboro.
5. Persons who are in possession of an alcoholic beverage must stay within the perimeters of the Gateway Island, and shall not cross exit bridges. Under no circumstances may individuals possessing alcoholic beverages be allowed onto the surrounding trails of the Island.

### **Music Amplification and Noise Levels**

Due to the Island's location near a hospital and medical facility, the City's noise ordinance will be strictly enforced. Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or at [www.murfreesborotn.gov](http://www.murfreesborotn.gov).

### **Decorations**

The User may not alter the Island or the existing plants in any way. Nails, staples and tape are not allowed for use on the Island facilities. Only string, zip ties or poster tape can be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti or confetti poppers, rice, birdseed, and artificial rose petals are prohibited and will result in forfeiture of cleaning deposit. Pyrotechnics or fireworks including sparklers are prohibited.

Candles such as citronella or decorative candles are allowed, but you must use waxless candles or a ground cover to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1 ½ inches are prohibited.

If you plan to use shepard's hooks or any decorations that are staked and could damage the underground irrigation system, our staff must approve the location before being placed.

### **Cleaning of Property**

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, and supplies, as well as any trash left by the event (this includes cigarette butts.) Food waste and other related items must be properly bagged and placed in the designated area(s) for trash or removed from the Island. **NO** food, trash or other items shall be dumped or thrown in water. Failure to clean the entire area will result in the total deposit being forfeited.

**ABSOLUTELY NO VEHICLES ALLOWED ACROSS THE ISLAND BRIDGES!**

### **Cancellation/Refund Policy**

A full refund will be given when a patron cancels more than one week prior to the facility rental. A 5% charge of the total fee paid will be assessed to the patron when canceling a facility rental one week or less prior to the rental.